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ABSTRACT

This workbook, which is intended as a practical guide for human resource managers, trainers, and others concerned with developing and implementing equal opportunities training programs in British workplaces, examines issues in and methods for equal opportunities training. The introduction gives an overview of current training trends and issues. Discussed in part 1 are the following issues: organizing and managing equal opportunities training (strategies and policies, the organizational environment, training for managers and trainers, action planning, resources); diagnosing training needs (conducting training needs audits, persuading and negotiating, influencing training providers); and methods and approaches to training (training models, information and learning, specialist training); and working with other organizations (crossing organizational boundaries, involving the voluntary sector and local community groups). Part 2, which is devoted to the content of equal opportunities training programs, considers the following topics: problems and possibilities (the subject's unpopularity, participant views, the focus of training, trainer bias, attitude change and consequences, use of experts, program evaluation); training programs (methodology, awareness training, European Union measures, networking, positive action, women returners, women in business); and analytical training tools (techniques, sample exercises). Appended are the following: addresses of British organizations concerned with equity issues, glossary, list of equity-related British and (proposed) European Union laws, and formulas for pricing training. (MN)

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